

## 2. Access the Rent and Rent Burden Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* appears on your screen.

### 2.1. Program Selection

From the Selection Menu, you must select a Section 8 program type to view this report.  
Section 8 program types include:

1. Section 8 Certificates
  2. Section 8 Vouchers
  3. Section 8 Certificates & Vouchers
- Use your mouse to select a program from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular dropdown menu with a black border. The text "S8 Vouchers" is displayed in black, sans-serif font. A small black downward-pointing arrow is visible on the right side of the menu.

## 2.2. Level of Information

Once you have selected a 'program,'

- Use your mouse to place to select the 'level of information'
  1. National
  2. State
  3. Field Office
  4. Metropolitan Area
  5. County
  6. City or Locality
  7. Public Housing Agency
  8. Project
  9. Congressional District



- \* For detailed information on how to select a 'level of information,' please go to the MTCS documentation web site:

[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)

## 2.3. Rent and Rent Burden Report

After you complete the 'program type' and 'level of information' selections,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Rent and Rent Burdens Report*

[Rent and Rent Burdens](#)

## 2.4. Historical Rent and Rent Burden Report

To access the *Historical Rent and Rent Burden Report*,

- Use your mouse to click on the words 'Historical Reports' from the *MTCS Main Menu*,



The *Historical Reports Selection Menu* appears on your screen.



You must select a program type to view historical reports.

Available program types include:

1. Public Housing
2. Indian Mutual Help
3. Indian Rental
4. Section 8 Certificate
5. Section 8 Vouchers
6. Section 8 Moderate Rehabilitation
7. All Offices of PIH Programs
8. Public and Indian Housing
9. Indian Housing
10. Section 8 Certificates & Vouchers
11. Section 8 New Construction, HFDA
12. Section 8 New Construction, non-HFDA
13. Section 8 Substantial Rehab, HFDA
14. Section 8 Substantial Rehab, non-HFDA
15. 236
16. 221 BMIR-Below Mkt Int Rate
17. 202 & 811
18. Property Disposition & Other
19. All Office of Housing Programs

- Use your mouse to select a 'program' from the drop-down box



Once you have selected a 'program,' you must select a 'Level of Information'.

Available levels of information are:

1. National
  2. State
  3. Field Office
  4. Metropolitan Area Within US
  5. Metropolitan Area Within a State
  6. County Within a State
  7. County Within a State and MSA
  8. City or Locality Within a State
  9. City or Locality Within a State and MSA
  10. City or Locality Within a State and County
  11. Housing Agency Within a State
  12. Housing Agency Within a State and County
  13. Housing Agency Within a Field Office
  14. Project Within a State
  15. Project Within a State and MSA
  16. Project Within a State and County
  17. Project Within a State and City or Locality
  18. Project Within a Housing Agency
  19. Congressional District Within US  
Congressional District Within a State
- Use your mouse to select the Level of Information



- \* To view the *Historical Reports*, you must select the Level of Information.
- \* See the *MTCS Web Reports Guide* to view detailed information about each report.
- \* For detailed information on how to select a 'Level of Information,' please go to the *MTCS Web Reports Guide* web site:

<http://www.hud.gov/pih/systems/mtcs/webusr/webusr.html>

After you complete the 'level of information' selection,

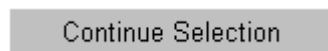
- Use your mouse to select the Historical Date.



- \* To view the *Historical Reports*, you must select a report Date.
- \* Historical data is only available on a quarterly basis beginning September 1998.
- \* To select multiple quarters from the Date list, press and hold the <Shift> key, then click with the mouse on the desired dates OR hold down the <Shift> key and press the down arrow on your keyboard.

After you complete the 'Date' selection,

- Use your mouse to select the *Continue Selection* button.



Additional report options appear in the bottom half of the screen based on the Program and Level of Information the user selects.

- Use your mouse to select the required report options.

For example, if you select 'State' as the level of information for the report, a drop down list of states appears in the bottom portion of the window. Find the desired state in the list and select that state with you mouse.

After you complete the report options section,

- Use your mouse to select one of the five historical reports from the *Report Selection* area on the screen.

Report Selection	
<input type="radio"/> Resident Characteristics	<input type="button" value="GO"/>
<input type="radio"/> Key Management Indicators	
<input type="radio"/> New Admissions	
<input type="radio"/> Budget Related Averages	
<input checked="" type="radio"/> Rent and Rent Burdens	

After you select a report,

- Use your mouse to select the *Go* button.



The selected report appears on your screen.

- \* Depending on the number of historical periods you have selected, reports may cross several web pages. To view additional report pages, press the *Next Page* button at the bottom of the page.